MyOrgNet Structure

Copyright Creative Engineering, Inc.
Revised: 6 May 2010

The *MyOrgNet* system is a relational database. Only one copy of any piece of information is kept. It has a unique identifier, and that is pointed to when it is needed. For example, there is one record in the Addresses Table for each unique address, and the multiple names at that address in the Names Table point to that address record. As these relationships grow, they become branches of the system tree.

There are three main organizational branches in the *MyOrgNet* system: **Names**, **Events** and **Accounting**. The names branch has Addresses, Names and Participations. The events branch has Programs, Events, Sessions, and Participations. The accounting branch has Accounts, Transactions, Postings and Participations.

Participations are where these three branches meet. There is an associated Activity to define what the name is doing as part of that event tree, and where payments will be posted.

Names

In the names branch, the Names Table stores information about people and enterprises at an address. The Addresses Table stores information about the address and company (if it is a company).

Addresses	Names	Participation	Activities
AddressID	Address		
	NameID	Person	
		Activity	ActivityID
		Program	
		Event	
		Session	

Each address can have a mix of many Individuals, Family-members, and Enterprises (a name that is not a person). We try not to duplicate either names or addresses in the database; that's one of the nice things about a relational database - you only store information in one place, so you only have one place to change.
Both names and addresses are managed by the Names tool, which is usually available to all Staff, but you will need Accounting-level access to see or change some information like Tax ID numbers.

Names and their associated information are organized around the household or business Address, with any number of names or entities at that Address. The basic address information is stored in the Addresses table. The basic name or entity information is stored in the Names table. The Names.Address field contains the related Addresses.AddressID value.

Occasional name and address information is stored in theNameData table, and includes special information for Presenters, Venues and Performers. The NameData information can be attached to either a Name or to the Address.

Events

In the events tree, Programs continue from year to year. Events and their smaller parts, Sessions, have a time, a place and a date. Participants produce, perform or attend the events. Receivables and payables information are part of the participation.

Programs	Events	Sessions	Participation	Activities
ProgramID	Program	Program	Program	Program
	EventID	Event	Event	
		SessionID	Session	
			Activity	ActivityID
			Person	

Programs are managed by the Program Definition tool, and Events, Sessions and Participations are managed by the Event Definition tool. These tools are usually available to all staff members who are responsible for the planning and production of events. Casual or lower level staff may not have access to the Program Definition tool.

Occasional information for programs is stored in theNameData table.

Accounting

In the accounts branch, Transactions define money coming into or leaving the organization. Postings allocate that money to two Accounts and to one or two Transactions and to one or two Participations.

Transactions	Postings	Accounts	Accounts	Participation
TransactionID	Transaction			
	Participation			ParticipationID
	Credit Account	AccountID		
	Debit Account		AccountID	

				Program
				Event
				Session
				Person

Accounts are managed using the Define Accounts tool. Transactions and postings are managed automatically through the Registration, Sign-Up and Event Close tools, and manually using the Transactions tool.

Activities define the accounting information for automatically handling the posting of payments. Activities are managed using the Activities Definition tool. Because Activities are complex, this tool is usually restricted to administrators who have a deeper

Occasional information for accounts is stored in theNameData table.